

D/FBIS

FOREIGN BROADCAST INFORMATION SERVICE
KEY WEST BUREAUMAIN P.O. BOX 1056
KEY WEST, FLORIDA 33041-1056

FBIS-4052-88

15 August 1988

MEMORANDUM TO: [redacted]

Acting Chief, Operations Group

SUBJECT:

Quality Step Increase: [redacted]

1. I recommend that [redacted] be awarded a Quality Step Increase in recognition of her sustained outstanding service over the nearly 2 years she has been at FBIS Key West Bureau.

2. As noted in her PARs while here, [redacted] has been instrumental in the bureau's various successes over this time period. In her unassuming and efficient manner, she has been the mainstay in keeping the bureau's small but busy operation running smoothly, despite the fact that we have been understaffed all this time. Her intelligence, perceptiveness, quick grasp of issues and their repercussions, and superior knowledge of our area of responsibility and its problems have made her an invaluable asset to the bureau.

3. Without [redacted] guidance, the bureau would never have earned the considerable operational credit it has enjoyed over the past couple of years. As supervisor of the monitorial as well as teletypist, cruising, and technical staffs, [redacted] could consistently be depended upon to ensure that the best job was done in the fastest and most economic manner in covering a wide variety of major news events in Cuba, Haiti, and the rest of the Caribbean. As such, she always performed her duties in a way that drew attention and praise from both within and outside FBIS.

4. In addition to being in charge of all operational matters at the bureau, [redacted] has also been instrumental in the bureau's long-term staffing plans. Assisting the bureau chief, she has been more than preoccupied over this past year with the quality of the people we are trying to recruit to ensure a strong future. As noted in her last PAR, she has provided both sound advice and assumed many of the actual recruitment chores. In so doing, she has been uncompromising in her high standards and requirements.

5. From an office manager's point of view, [redacted] has been indispensable. During the hectic days in February of this year when we did not know how events in Panama might affect us, [redacted] was directly involved in the various discussions, verbalizing her own ideas and concerns to ensure that the bureau came up with sound and well-considered proposals. She is particularly good at anticipating problems, taking the initiative in new or unusual situations, and keeping a cool head in a crisis.

6. As has been noted elsewhere over the years wherever she

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has worked and in whatever role, [] has been a soothing influence. When she first arrived in Key West, we had a young and inexperienced staff that was in need of considerable care and attention. Her presence itself calmed the atmosphere of the office and allowed our people to work with a minimum of tension. Rising spirits as well as productivity and a sense of camaraderie were only a few of the by-products of [] early months on the job. As time went by, this young crew developed their natural talents, learned how to work well together, and gained confidence in their decisionmaking. In so doing, [] was always there grooming and molding them, correcting their mistakes, providing them guidance and encouragement, and giving out more and more responsibility as they matured in their jobs. We have an accomplished and dedicated staff today because of her interpersonal as well as professional skills.

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7. Innovative and imaginative, she has contributed immeasurably to our substantive effort. A most dedicated and conscientious employee, she is bound by few limits in ability and judgment.

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[]

Chief, Key West Bureau

CONCUR:

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[]
Chief, Operations Group

Dr. S. J. [] 1988
Date

APPROVED:

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[]
Director, Foreign Broadcast Information Service

23 SEP 1988
Date

SUBJECT: Recommendation for Quality Step Increase -

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